Tasking Memorandum No. 98-66

Memorandum For COMMANDERS, DEFENSE CONTRACT MANAGEMENT DISTRICTS
COMMANDERS, DCMC CONTRACT ADMINISTRATION OFFICES

Subject: DCMC preparation for using Contractor Information Service (TASKING)

Date: February 12, 1998

Suspense Date: March 27, 1998

Target Audience: All DCMC Personnel

New Information/Guidance/Tools:

The purpose of this memorandum is to inform DCMC personnel about the current development status of the Contractor Information Service (CIS or Service), and to provide an opportunity to comment on our proposed responsibility assignments. CIS is progressing to the point that it will be operational by this summer, and we want you to be prepared for its arrival. The Service will allow DCMC to more easily share its knowledge about contractors with its customers. CIS will be presented in an efficient and professional way so that the Service will be seen as a "world class" business tool.

CIS, as currently designed, features a new Web-capable Preaward Survey System (PASS), Contractor Alert List (CAL), and a Contractor System Status Table (CSST) in a secure Web-server environment. The Web site will also include unsecured links to other Department of Defense (DoD) and Government Agency web sites, e.g., Defense Logistics Information Service's "Contractor and Government Entity" code site and the General Services Administration's Debarment Directory Search Web page. Additionally, the Service will feature links to contractor Web homepages found by Headquarters that seem to have value-added information.

CIS has already successfully passed Functional Testing, and beginning March 1998, it will move into Environmental Testing and Initial Operational Capability (ET/IOC) for a couple of months at three Contract Administration Offices (CAOs). The ET/IOC will include participation by customer buying offices. After completion of the ET/IOC, we will start CIS training for DCMC personnel nationwide in May.

In May 1998, Headquarters (DCMC-OD) will begin traveling to selected DoD buying activities to show them how to use the System to obtain information on contractors and request Preaward Surveys. CIS's Preaward request application is self explanatory; however, buying offices may occasionally call Preaward Survey Managers (PASMs) for help in using the Web Preaward Survey request application.

In preparation for CIS deployment, we have developed some ideas about who should be responsible for updating information in the CIS data bases and training new users.
1) Since PASS and CAL information is a natural outflow of our preaward activities, PASMs are in the best position to maintain the PASS "common user" data bases and the CAL itself.

2) As for CSST, we believe the ACO team is in the best position for maintaining the information on the 10 contractor systems reviews included in the CSST (i.e., Accounting System, Outstanding Insurance/Pension issues, etc.).

3) Headquarters (DCMC-OD) will maintain the links to contractor Web sites.

4) And finally, we believe that the PASMs should be fully trained in the use of CIS "trained trainers," and then train other CAO personnel as needed. (CIS will also have a built-in user help facility similar to many of our off-the-shelf PC software packages.)

Your tasking (optional) is to provide comments on the responsibility assignments proposed above by March 27th to either Point of Contact below. Useful comments will be incorporated into the DLAD 5000/4 chapters as appropriate. Negative responses are not required.

Headquarters Point of Contact for CIS Information:

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Headquarters Point of Contact for PASS and CAL Information:

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